

**SECTION 10.10 STEPS FOR SEPARATION**  
**Last Update: 10/03**

Supervisors have specific responsibilities each time an employee retires, resigns or is discharged for cause. Most of the time the supervisor's duties must be performed before the employee leaves. Following are three separation categories, one of which will apply to each specific situation. Select the appropriate category and follow the steps outlined.

Step	Voluntary Resignation or Retirement	Discharge for Cause	Resignation in Lieu of Discharge
		(When discharging an employee for cause, refer to Chapter 11 of this manual and contact your DAS-HRE Personnel Officer.)	(This may occur when an employee is being investigated for misconduct and anticipates discharge. The employee may request to resign instead of being discharged. Check with your DAS-HRE Personnel Officer when this occurs.)
1.	Get a written notice of separation from the employee.  Do <u>not</u> approve the use of vacation after the employee's last day at work.  If extended sick leave is involved, ask your personnel assistant to help in determining the date.	Conduct a complete investigation documenting the reasons for discharge; gather information to support "just cause." (Refer to the discipline checklist in Chapter 11 of this manual.)	Get the employee's signature on the written notice of resignation in lieu of discharge. (See Sample Letter on page 4 following these instructions.)
2.	Find a separation date that works well for the agency (it should be at <u>least</u> 14 days from the date the agency is told the employee is leaving).	Notify the employee of the separation date and last day of work, if different. (Refer to Chapter 11 of the DAS-HRE Rules for notice requirements.)	The employee should be required to resign immediately, the date he/she would have been discharged.
3.	Notify the personnel assistant of separation date and attach information from step 2.	Same as #3 at left.	Same as #3 at left.
4.	Refer employee to the personnel assistant to obtain information regarding benefits, return equipment, etc.	Same as #4 at left.	Same as #4 at left.
5.	Schedule the employee's exit interview with someone other than the employee's direct supervisor. See the sample Exit Information Questionnaire at the end of this section.	Not required for "just cause" discharge.	Not required for resignation in lieu of discharge.
	Why an Exit Interview?  <ul style="list-style-type: none"> <li>It provides documentation verifying the reason the employee is leaving and may prevent the State from having to pay an unemployment claim.</li> </ul>		

Step	Voluntary Resignation or Retirement	Discharge for Cause	Resignation in Lieu of Discharge
	<ul style="list-style-type: none"> <li>It provides feedback to management regarding supervisory strengths and areas for improvement.</li> </ul>		
6.	Make sure the employee returns all equipment including keys, credit cards, uniforms, I.D. cards, parking cards, phone cards, etc.	Make sure the employee returns all equipment including keys, credit cards, uniforms, I.D. cards, parking cards, phone cards, etc.	Make sure the employee returns all equipment including keys, credit cards, uniforms, I.D. cards, parking cards, phone cards, etc.
7.	Be ready to follow-up (see Section 10.15):	Be ready to follow-up (see Section 10.15):	Be ready to follow-up (see Section 10.15):
	<u>Any</u> previous employee may submit an unemployment claim, so be sure to document the nature of the separation, including discipline, notes, etc. Retain documentation for four years as evidence and as a tool to jog your memory.	<u>Any</u> previous employee may submit an unemployment claim, so be sure to document the nature of the separation, including discipline, notes, etc. Retain documentation for four years as evidence and as a tool to jog your memory.	<u>Any</u> previous employee may submit an unemployment claim, so be sure to document the nature of the separation, including discipline, notes, etc. Retain documentation for four years as evidence and as a tool to jog your memory.
8.	Decide whether the vacancy will be filled. If so, plan now. See Chapter 4 of this manual.	Same as #8 at left.	Same as #8 at left.
9.		Inform your Personnel Officer of the discharge so the person's name can be removed from all pending and future employment eligibility lists.	Inform your Personnel Officer of the resignation in lieu of discharge so the person's name can be removed from all pending and future employment eligibility lists.